



NASHVILLE  
COMMUNITY  
EDUCATION

Nashville Community Education

Open House

Vendor Information Packet

The Cohn School  
August 6, 2016  
10:00am – 1:00pm  
4805 Park Ave.  
Nashville, TN 37209

# Nashville Community Education Fall Open House Vendor Registration Form Due July 1, 2016

Vendor fee for Nashville Community Education Open House includes:

- ✓ 1 Space for Organization Table and Chairs (2 chairs per table)
- ✓ Name on all flyers and online materials for the event
- ✓ Ad in the NCE Fall Catalog 5-6,000 printed and distributed throughout the community
- ✓ Listing on NCE website on the Open House Page as a vendor
- ✓ At least 3 mentions throughout social media platforms (Facebook, Twitter) as presenting sponsor

**Booth Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Contact Person's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Details: Reserve your vendor space as soon as possible. Vendor space is limited and will be given on a first come first served basis. Fee is for space and listed benefits only. Vendor set up is between 8:30AM - 9:30AM. Set up MUST be completed by 9:30AM on the date of the event. Vendor break down is ONLY after 1:00pm. Vendors that arrive after the scheduled set-up time may be refused without refund. Event is rain or shine; no refunds will be issued for any reason.

**Vendor Fee: \$25.00 (free for nonprofits or government agencies)**

Payment Method:

☐ Cash (paid in office (DO NOT MAIL CASH))

☐ Check

☐ Credit Card

Amount Paid \_\_\_\_\_

**Credit Card Information:**

Company Name: \_\_\_\_\_

Type of Credit Card: ☐ Visa ☐ MasterCard

Card Number: \_\_\_\_\_ Card Expiration Date: \_\_\_\_/\_\_\_\_ Security Code: \_\_\_\_

Name as it appears on Card: \_\_\_\_\_ Billing Zipcode: \_\_\_\_\_

I, the above named client, authorize Nashville Community Education to charge the above referenced credit card for my vendor fee upon acceptance of this vendor agreement. I confirm that this credit card is mine or that I am authorized by above referenced company to use this card for this purpose.

Printed Name of Client: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_